



THE CITY OF
CLEAR LAKE SHORES
TEXAS

CITY ADMINISTRATOR

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The Community

Clear Lake Shores, the Yachting Capital of Texas, is located in Galveston County within the Houston-Clear Lake -Galveston metropolitan area. Along the beautiful shoreline is a thriving community, vibrant with activities and quaint charm.

Families enjoy the community swimming pool, parks and natural attractions while kids ride their bikes down the streets.

During the 1920's, developers began to sell properties around the Clear Lake estuary as waterfront recreational retreats. The new development was named Clear Lake Shores.

Clear Lake Shores has its own police department and receives fire and rescue services from the Clear Lake Shores/Kemah Volunteer Fire Department.

The community is served by the highly rated Clear Creek Independent School District which was awarded the college success award in 2019, 2020, and 2021, based on its success preparing students for college. Clear Lake High School is recognized as one of the top schools in the nation.

Clear Lake Shores has a diversified group of residents who share a love of living by the water in a unique costal island community.



POPULATION

1,371



MEDIAN INCOME

\$116,200



MEDIAN PROPERTY VALUE

\$370,000





Entertainment & Recreation

Clear Lake Shores has long been known as the best place to watch the sunset. Residents and visitors enjoy the best fishing in the area at Deep Hole Park, the Clear Lake Shores boat launch provides access to the harbor for those who desire adventures away from the shoreline.

The city offers indoor and outdoor community facilities to residents. The amazing park system includes Sundial Park and Lowell Fishing Pier along with Jarboe Bayou Park and Paul Shelley Pavilion. People of all ages frequently enjoy riding their bikes and golf carts along the roads.

Grove St. Children's Park offers playscapes and open space for children to enjoy. Jarboe Bayou Pool is the neighborhood pool and offers memberships to residents for year-round enjoyment.

The island has many community events throughout the year, including Jammin' on the Jarboe, children's fishing derby, golf cart parades, Christmas tree lighting, and community dinners.



Mission of the City of Clear Lake Shores

- Embrace the unique spirit of the community;
- Preserve and affirm our distinct identity; and
- Foster responsible growth and economic development.



"Where every sunset is celebrated"

Governance and Organization

The City of Clear Lake Shores is a Type A General Law city with a five-member City Council and a Mayor. The City Council establishes a vision, considers local legislation, makes appointments to the organization's commissions and committees, approves the annual budget, and appoints the city administrator to oversee the daily operations. The city administrator will report to the Mayor for matters dealing with the day-to-day operations of the city. The Mayor and all five City Council members are elected at large to two-year terms with three council members being elected the opposite year as the mayor and two council members with no term limits.

Clear Lake Shores's city administrator handles the day-to-day duties of the organization's 21 full and part-time employees, working with an annual budget of about \$3.64 million.

The City's services include Administration, Finance, Police, City Secretary / Municipal Court, Code Compliance / Building Services, and Public Works.

External organizations provide the following services to the citizens of Clear Lake Shores:

- Fire services - Clear Lake Shores Volunteer Fire Department
- Ambulance services - Galveston EMS



The Position

Under the direction of the City Council, Clear Lake Shores's City Administrator serves as the organization's chief administrative officer, ensuring daily operations align with the City Council's vision, policies, and community goals.

The position manages and coordinates projects, serves as the emergency management director, develops and presents the annual budget, monitors expenditures and the City's adherence to federal, state, and local laws, and serves as a sounding board for elected and appointed leaders, providing the background, data, and guidance they need to make informed decisions. It also assists in setting short-term and long-term goals for the organization with an eye on sustainable finances and maintaining Clear Lake Shores's excellent quality of life.

The successful candidate will monitor the performance of City employees, review policies and procedures to improve customer service, and make recommendations to City Council as needed to keep the organization's workforce efficient and effective. The position is also responsible for contract administration and enforcing City laws, permits, and franchises.

As the organization's leader, the City Administrator is responsible for providing direction and support to City departments, demonstrating exemplary character, resolving grievances, and inspiring employees. He/She should also play an integral role in representing the City to residents, developers, business owners, members of the media, neighboring communities and regional organizations, and state and federal agencies.

The Ideal Candidate

- Undergraduate degree from an accredited college or university in Government, Public Administration, Business Administration, Public Policy, or related field required.
- Minimum five years broad experience in local government or business upper management.
- Possession of a master's degree in a related field is desirable but not required.
- Progressively responsible management and supervisory experience as a city or county administrator in the public sector, or as an Assistant or Deputy, or equivalent experience in the private sector for an organization of similar complexity.
- Strong financial and budgeting background with ability to ensure financial data is accurate with regular updates to City Council.
- Experience and understanding of emergency management, preferably in an area effected by hurricanes.
- Knowledge and strong background in project management related to city projects and well-versed in modern technology.
- Outstanding communication skills, both verbal and written.
- Ability to problem solve with superior analytical skills; must be able to find solutions to problems for which there may be no precedent.
- Calm and approachable demeanor, active listener, and remains cool and collected.
- Trustworthy and dependable. Professional, while also friendly and outgoing with a sense of humor.
- Desire to immerse oneself in and be a part of the community.

COMPENSATION AND BENEFITS

The City of Clear Lake Shores is offering a salary range of \$95,000 to \$150,000 for this position commensurate with experience and qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include 10 paid holidays, sick leave, along with vacation leave.

The City of Clear Lake Shores participates in the Texas Municipal Retirement System (TMRS), which pairs a 6% employee contribution with a 2:1 employer match.

HOW TO APPLY

Position is open until filled.

First Review Deadline: 5 p.m. | Monday | December 5, 2022

Please email your cover letter and resume in .pdf format to applyCLS@clearcareerpro.com.

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Michael Boese, Co-Founder / Manager

michael@clearcareerpro.com

214-308-1941



The City of Clear Lake Shores is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

RESOURCES

City Website:

www.clearlakeshores-tx.gov

Economic Development Website:

www.clearlakeshores-tx.gov/191/Economic-Development-Corporation

Chamber of Commerce Website:

www.clearlakearea.com

Clear Creek ISD Website:

www.ccisd.net

Galveston County Website:

www.galvestoncountytexas.gov

